

**YOUTH SERVICES**

**RANDOM EMPLOYEE DRUG SCREEN NOTIFICATION**

**UNIT** \_\_\_\_\_

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Facility Director / Regional Manager / Regional Director or Undersecretary/designee)

**RE: NOTIFICATION OF RANDOM DRUG SCREEN SELECTION**

This shall serve as official notification that you have been randomly selected by Public Safety Services Human Resources computer-generated selection process to participate in a random drug screen in accordance with YS Policy No. A.2.7 "Drug-Free Workplace," effective April 22, 2013.

You are to report to the secure care facility infirmary or the Occupational Health Center prior to the end of your tour of duty this date for the random drug screen, unless other arrangements have been cleared by the Facility Director/Regional Manager / Regional Director or Undersecretary/designee.

Secure care facility staff is prohibited from leaving the facility prior to the drug screen. Doing so may result in disciplinary action. Failure to participate in the drug screen may also result in disciplinary action in accordance with YS Policy No. A.2.1 (b) "Employee Rules of Conduct".

If you have any questions, please contact the Unit Head. Thank you in advance for your continued cooperation in meeting the mission of the Office of Juvenile Justice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

c: PSS HR Office  
Unit HR Liaison

April 22, 2013